



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT-MC PEAK, Agency Secretary

Release Date: March 14, 2006

CLASSIFICATION: **OFFICE ASSISTANT (Typing)**
1 Position
Full-Time, Permanent

FINAL FILING DATE: **March 20, 2006 or UNTIL FILLED**

SALARY: \$2003 - \$2641 per month

POSITION LOCATIONS: Financial Services Division, 320 West 4th Street, Los Angeles

DUTIES AND RESPONSIBILITIES – Under the general supervision of the Office Services Supervisor II, the Office Assistant (Typing) is responsible for performing a variety of difficult and complex duties which include: telephone receptionist duties; background checks; processing manager applications; preparing and distributing various mailings for the Financial Services Division; and other general office duties as required.

DESIRABLE QUALIFICATIONS:

- ◆ Excellent judgment and organizational skills
- ◆ Excellent attendance and dependability
- ◆ Ability to communicate well both orally and in writing
- ◆ Excellent interpersonal skills; service oriented
- ◆ Knowledge of personal computers & familiarity with Word & Excel

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE OFFICE ASSISTANT (TYPING) LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further information regarding the positions, please contact Lillian Teague at (213) 576-7641 or CALNET 8-649-7641. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#05-FSD0040)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #05-FSD0055 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.